

125007/01/03

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR PROCUREMENT AND CONTRACT SPECIALIST**

**DEFINITION**

Under management direction, to supervise, lead and perform specialized professional work in the purchase of equipment, services, materials and supplies; to plan, organize and direct division computer operations; conduct various analytical studies; develop, establish and implement policies and procedures; supervise professional purchasing personnel, Central Stores personnel and administrative support staff; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

The work of this class requires the application of professional purchasing techniques in a variety of technical purchases for the Public Utility and Public Works Departments. The class is characterized by the difficulty and complexity of purchases. Incumbent exercises decision-making authority and is required to interpret procedures and regulation in the conduct of his/her duties. Direct supervision is exercised over professional, and clerical staff in the purchasing field. This class must possess strong personal computer skills. Able to represent the Purchasing Services Manager before the City Council, City Manager and other City staff.

**REPORTS TO:** Purchasing Services Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives management direction from the Purchasing Services Manager. Exercises direct supervision over professional buyers and assists in the general supervision over administrative support staff, Central Stores personnel and the Publishing Services staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist in establishing and implementing divisional policies, procedures and making recommendations for improvements as appropriate.
- Participate in the development of computer systems and processes as it applies to purchasing.
- Provide training, technical support, and group presentations to employees, and executive management regarding purchasing policies and procedures.
- Prepare, review, and sign City Council reports as appropriate.
- Supervise, train and evaluate professional, technical and administrative support staff as assigned.
- Serve as a member of the Public Utilities Department Transmission & Distribution Committee and other committees as appropriate.
- Perform the functions of the Purchasing Services Manager in his absence.
- Receive, examine, assign and process departmental purchase requisitions.
- Assume responsibility for the most technical and large scale procurement of materials, supplies, and equipment with major concentration on electrical and water utility requirements and Public Works Wastewater Plant chemicals and equipment.

- Prepare bid specifications and other necessary documents related to the purchase of supplies, equipment, materials and services.
- Evaluate the quality and suitability of supplies, equipment and materials.
- Coordinate requirements with department to insure that the proper items are purchased.
- Confer with Departments regarding standardization of items, specification, purchasing needs and special problems.
- Secure and maintain database of qualified vendors/contractors to insure an adequate number are available for competitive bidding.
- Evaluate vendor performance. Take appropriate action when necessary.
- Analyze recurring purchasing problems and determine solutions to the problems.
- Perform audits of vendor payments to insure that the vendors were not overpaid.
- Act as Purchasing Representative on the City Financial Automation System. Make purchasing recommendations on policies and procedures used in the operation of this City-wide system.
- Make recommendations on needed department computer requirements to include the shift to Electronic Data Interchange for purchasing and placement of orders.
- Understand and be familiar with contracts from other governmental agencies which are available for use by the City.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, techniques and procedures used in Public Purchasing and warehousing.
- Purchasing methods, procedures and techniques of specification writing.
- Public Contract Code and legal requirements of public purchasing.
- Contractor Licensing Board Requirements.
- Federal, State and Municipal purchasing laws, regulations and procedures.
- Governmental Budgeting and accounting procedures and practices.
- Economic trends and their effects on purchasing.
- Methods and techniques utilized in grading and analyzing the quality of supplies, materials and equipment.
- Computers, Electronic Data Interchange, standard software programs (Excel, Word, Windows, Powerpoint, Adobe and others), and specific financial systems such as Bi-Tech, SAP, People Soft., etc.
- Principles of supervision, training and performance evaluation.

### **Ability to:**

- Develop bid specifications.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.

- Understand the technical aspects of electricity and water systems and the components needed to operate a system in a safe and effective manner.
- Establish and maintain cooperative relationships with departmental representatives and vendors.
- Interpret and explain City purchasing policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Understand accounting, budgeting and accounts payable practices and procedures.
- Operate a personal computer using database and spread sheet programs and perform program modifications to adapt software to varying application.
- Plan, organize, supervise, and evaluate the work of professional, technical and administrative support staff.
- Analyze organizational and administrative problems as they apply to purchasing and recommend and adopt an effective course of action.
- Ability to present award of bids to City Council.
- Properly interpret and make purchasing decisions in accordance with laws, rules and policies.
- Plan in advance and prepare for economic changes such as scarcity of materials, product reliability, delivery capability, competitive pricing and inflation.
- Handle heavy work load and work under pressure.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in purchasing, business administration, marketing or a related field.

Experience: A minimum of four years of recent professional experience in the volume purchasing of a variety of general and specialized items. Purchasing of Utility electric and water commodities is desirable. Possession of a Certified Purchasing Manager (CPM) or Certified Public Purchasing Buyer (CPPPO) is highly desirable.

**MEDICAL CATEGORY:** Group 1

#### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

#### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Procurement and Contract Specialist

**TO:** Purchasing Services Manager